



## King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

516 Third Avenue Room E609

(206) 296-9300 (206) 296-0100 TTY/TDD

### Request for Copy (CD) of Digitally Recorded Hearing

DATE: \_\_\_\_\_

Clerk Initials \_\_\_\_\_

<b>Customer's Name:</b>					
<b>Customer's Phone Number:</b>					
<b>Amount Paid:</b>			<b>Receipt Number:</b>		
<b>Case Caption:</b>			<b>Cause Number:</b>		
<b>Date of Hearing</b>	<b>DR Number</b>	<b>Start Time</b>	<b>End time</b>	<b>*Format</b>	
				FTR (recommended) WAV	<input type="checkbox"/> <input type="checkbox"/>
				FTR (recommended) WAV	<input type="checkbox"/> <input type="checkbox"/>
				FTR (recommended) WAV	<input type="checkbox"/> <input type="checkbox"/>

\*The default listening format is FTR ("For The Record") and requires the FTR Player. The free player will be provided on the CD for you. FTR format is also known as "transcription" format. If you are submitting your CD to a transcriber, be sure to request this format.

For listening on a personal listening device, such as a CD player, we can prepare your recording in .WAV format. **Be sure to clearly mark which format you are requesting** on the CD Request Form.

DATE PICKED UP: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\*\*\*To request additional copies of hearings use back of form.\*\*\*

- Complete the information required in its entirety and return this form to the Copy Center.
- The required information is available on the court minutes of the hearing you wish to have copied. If you do not provide this information a \$30.00 research fee may be required.
- FEES: \$25.00 per CD (Holds approximately 73 minutes) per RCW 36.18.016(12)  
\$ 3.00 postage to mail your CD (upon request only) - **OR**  
Self addressed stamped envelope appropriate for mailing CD's.  
\*enter your address on the back of the form

**Mail in requests are also accepted. You may mail your request to either the Regional Justice Center or the King County Courthouse location. Requests for Juvenile recordings should be mailed to the Court Clerk's Office at Juvenile Court. (See addresses below).**

516 Third Avenue Room E609  
Seattle, WA 98104-2386

401 Fourth Avenue North Room 2C  
Kent, WA 98032-4429

1211 East Alder Room 307  
Seattle, WA 98122-5598

**CD request continued:**

Date of Hearing	DR Number	Start Time	End Time	*Format
				FTR (recommended) WAV <input type="checkbox"/>
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				FTR (recommended) WAV <input type="checkbox"/>
				FTR (recommended) WAV <input type="checkbox"/>

**Address for mailing:**\_\_\_\_\_

\_\_\_\_\_

*Seattle:*  
516 Third Avenue Room E609  
Seattle, WA 98104-2386

*Regional Justice Center:*  
401 Fourth Avenue North Room 2C  
Kent, WA 98032-4429

*Juvenile:*  
1211 East Alder Room 307  
Seattle, WA 98122-5598